



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES Regular Meeting November 7, 2022

**2:00 p.m.
Room 400, CITY HALL
1 Dr. Carlton B. Goodlett Place**

This meeting will be held in person at the location listed above. As authorized by California Government Code Section 54953(e) and Mayor Breed’s 45th Supplement to her February 25, 2020, emergency proclamation, it is possible that some members of the Civil Service Commission may attend this meeting remotely. In that event, those members will participate and vote by video. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id #2495 262 8765. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: 2495 262 8765 # #**

LONDON N. BREED, MAYOR

COMMISSIONERS

JACQUELINE MINOR

President

KATE FAVETTI

Vice President

DOUGLAS CHAN

F.X. CROWLEY

ELIZABETH SALVESON

SANDRA ENG

Executive Officer

The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission’s dedicated public comment line 1-415-655-0001, Access Code 2495 262 8765. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Jacqueline P. Minor	Present
Vice President Kate Favetti	Present
Commissioner Douglas S. Chan	Present
Commissioner F. X. Crowley	Present
Commissioner Elizabeth Salveson	Excused Absence

President Jacqueline P. Minor presided.

0197-22-1 Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(E). (Item No. 2)

Action: Adopted the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA. (Item No. 3)

None.

APPROVAL OF MINUTES (Item No. 4)

Regular Meeting of October 17, 2022 – 2:00 p.m.

Action: Adopted the Minutes as corrected. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 5)

Item #9 Civil Service Commission Strategic Plan FY 2022-23 postponed to the meeting of December 5, 2022.

PSC #44123-22/23, from the Department of Technology is moved to the Regular agenda.

HUMAN RESOURCES DIRECTOR’S REPORT

0198-22-1 Overview of the Government Operations Recovery Initiatives. (Item No. 6)

Speakers: Carol Isen, Department of Human Resources
Anna Biasbas, Department of Human Resources

Action: No action taken.

Public Comment: Dave Johnson, Department of Human Resources

Bill Miles II, Municipal Transportation Agency
Christina Hardy, SEIU Local 1021
Karen Hill, Department of Public Works
Scott DeWolfe, Department of Public Health
Joseph Duncan, RN
Dana Pullman, RN
Bridget Fry, RN
Christine Handley, RN
Joan Ballerino, Dispatcher
Valerie Tucker, Dispatcher
Megan Green, RN
Aaron Cramer, RN
Dianna Yanez, RN
Heather Bollinger, RN
Naj Daniels, SEIU Local 1021
Oumar Fall, SEIU Local 1021
Preston Treichel, Juvenile Probation Department
Amber Robin, RN

EXECUTIVE OFFICER’S REPORT

0199-22-1 2023 Calendar of CSC Meeting Dates including deadlines for reports. (Item No. 7)

Action: Adopted the calendar. (Vote of 4 to 0)

0200-22-1 Annual Planning Calendar of Required Reports to the Civil Service Commission. (Item No. 8)

Action: Continued to the next meeting. (Vote of 4 to 0)

0116-22-1 Civil Service Commission Strategic Plan FY 2022-23. (Item No. 9)

August 15, 2022: Postpone to the special meeting of August 31, 2022.

August 31, 2022: Directed the Executive Officer to do the following:

- Amend the Strategic Plan per discussion and report back in November 2022.
- Submit the priorities and goals for FY 2022-2023 in a simplified format at the meeting of September 19, 2022.

Report back on the status of the goals and objectives quarterly beginning at the meeting of October 17, 2022.

Action: Postponed to the meeting of December 5, 2022.

0201-22-1 Follow-up to the Civil Service Commission’s Request to Respond to Service Employees International Union (SEIU) 1021 Public Comment Regarding Reversion Rights. (Item No. 10)

Speakers: Naj Daniels, SEIU Local 1021
Bill Miles II, Municipal Transportation Agency

Action: Accepted the report.

0202-22-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 11)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46734-22/23	Airport	\$9,500,000	Contractor will perform high tech maintenance and support of the Baggage Handling Systems (BHS) controls throughout the San Francisco International Airport (Airport). This control system consists of proprietary software and hardware which is available only to the original equipment manufacturer or licensees. The control system includes multiple sub systems including programmable logic controls, baggage sortation and tracking, interfaces with Transportation Security Agency (TSA) baggage screen equipment, and network integration within the baggage handling systems. The work also includes providing a simulation software with a virtual environment that architecturally and functionally replicates the Airport’s BHS control systems to troubleshoot issues and test system changes without impacting operations. Contractor will provide on-site and remote technicians on-call 24 hours per day, and 365 days per year. The on-site technicians will perform systems monitoring and scheduled maintenance of software, diagnose and correct faults, perform hardware maintenance and repairs, and verify control system operations. The remote support technicians will perform advanced diagnostic, configuration, and software programming services.	Regular	12/31/2027
42396-22/23	Department of Building Inspection	\$400,000	The Department of Building Inspection (DBI) seeks to utilize the Controller’s Office pre-qualified pool for financial analysis. Selected consultant will conduct and provide a comprehensive fee study analysis (“fee study”) to update Department’s user fees.	Regular	10/31/2025

Civil Service Commission Meeting Agenda

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PSC	Department	Amount	Type of Service	Type of Approval	Duration
46163-22/23	City Administrator	\$4,000,000	Work to be performed is as-needed maintenance and repair services for the City’s fleet of small and medium boats for departments such as PUC, Recreation and Park, Port, the San Francisco Police Department, and the San Francisco Fire Department. Proposed work to include (but not limited to): Hauling and launching of vessels; High-pressure washing and hand/mechanical scraping of underwater hull and jets to remove hard fouling; Removal and installation of hull, engine/jet anodes; Repair of all fiberglass cracks, holes, or other damage; Diagnosis of engine operation faults, error codes, and failures, and repairs to all electronic and mechanical systems as needed; Removal and replacement of engine and related control systems as needed.	Regular	1/31/2028
46609-22/23	City Administrator	\$6,750,000	Contractor to provide as-needed specialized environmental engineering and oversight services related to the Navy’s environmental program on Treasure Island. These services include document review, support for land transfers, post-transfer support, meeting attendance, development related tasks, and consultation related to the Navy’s remediation efforts on former Naval Station Treasure Island and to provide certain other services in support of the Authority’s Treasure Island/Yerba Buena Island Development Project. The Contractor will also support the Authority with environmental monitoring and reporting obligations on property that it owns or controls. Some sites where the Navy has completed its remediation require on-going monitoring, and the Authority has responsibilities for the monitoring and/or management of asbestos, lead-based paint, and other matters within facilities it owns or manages.	Regular	12/31/2031
47321-22/23	City Administrator	\$4,500,000	Contractor is to provide as-needed advisory services related to housing relocation on Treasure Island. These services include direct engagement with individual households to provide information and counselling services on housing options; conducting public outreach including making phone calls and door-knocking to schedule one-on-one counseling sessions and hosting community workshops; preparing and distributing collateral used to describe transition housing options and eligibility; advising on strategic planning for transition housing plans and timing; providing translation services for written materials, public meetings, and one-on-one counseling sessions with residents; being on-call to respond to residents, and tracking Treasure Island Development Authority’s progress in fulfilling our obligations in implementing the Transition Housing Rules and Regulations for The Villages at Treasure Island.	Regular	12/31/2031
46902-22/23	Controller	\$500,000	The City is switching to a new banking partner (JP Morgan Chase) in Fiscal Year 2022-2023. Professional services for banking and treasury accounting using PeopleSoft Financials and Supply Change Management is necessary to ensure the accounting configuration in PeopleSoft Financials and Supply Change Management is compatible with the upcoming banking change.	Regular	12/31/2029
47044-22/23	Department of Emergency Management	\$7,000,000	Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region’s emergency planning, community preparedness, and recovery planning capabilities.	Regular	8/31/2027

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PSC	Department	Amount	Type of Service	Type of Approval	Duration
45542-22/23	Human Services	\$3,190,000	To develop and manage a Disability Community Cultural Center (DCCC) at The Kelsey Civic Center. DCCC will provide virtual and in-person community service programming, educational, artistic, and social networking opportunities focused on serving individuals with disabilities and their allies who live or work in the City.	Regular	6/30/2027
49566-22/23	Police	\$300,000	Law enforcement recruiting agency enables the competitive recruitment of high-quality candidates through both broader and directed networking and marketing techniques that the Department is not currently capable of performing. Contract goals include advancing the recruitment of candidates in continued support of diversity and specific skill sets (i.e. linguistic capabilities). Selected agency would work in tandem with our recruitment unit on current marketing initiatives and to expand our current recruitment strategies (local recruitment, college recruitment, leveraging technology, expansive advertising campaigns, mentorship and candidate preparedness)	Regular	6/30/2023
41282-22/23	Public Health	\$17,100,000	To provide security services to ensure the safety, security and welfare of patients/residents, visitors, vendors and staff at the San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), unarmed security guards will be assigned to fixed-position locations providing access control by screening people entering the facilities using visual inspection, as indicated. Unarmed security guards will also provide designated-route patrols of both interior and exterior locations. In addition, unarmed security guards will respond to incidents involving disturbances, violence and/or other needs to preserve order, including compliance with regulation pertaining to visitors, resident/patients, vendors, and the facility's premises. Contractor will provide regular written Daily Activity Reports and Incident Reports within Department designated turn-around times.	Regular	6/30/2025
45447-22/23	Public Utilities Commission	\$795,000	The San Francisco Public Utilities Commission External Affairs Bureau (EA) seeks to develop 4 separate technical and specialized management augmentation and support services contracts for the following: lean problem-solving development, needs assessments, leadership and organizational development, and process improvement management. Current EA staff is requesting this support externally. This scope of work will support EA management in engaging and developing emerging internal leaders from all levels of the organization to proactively solve problems, improve delivery of services, and make measurable improvements to achieve strategic goals. The scope of work takes into account the real-world needs of EA including capacity-building, change management and resilience, and continuous improvement culture.	Regular	8/31/2027
44123-22/23	Department of Technology	\$7,535,600	Contrary to CSC's position in the past, the Commission has recently requested review of all contracts that are software-as-a-service. Since DT is seeking to amend this contract to extend it for another 2-years, this request is now made to apply retroactively to its start in 2015. DT is seeking to amend the contract to provide for a citywide purchase of 500,000 envelopes for departments to use over the next 2-years. An "envelope" is an electronic record containing one or more documents that are uploaded to the DocuSign system, and which may be processed for electronic signature. There are NO professional services in this amendment. All required services to maintain the proprietary software are performed by DocuSign employees on DocuSign servers. The City does NOT have access to any of the DocuSign servers and are not authorized to perform any engineering services to their proprietary software. The term "Service" in the SaaS naming convention refers to the manufacturer's service to its customers by hosting the platform on their own servers, thereby eliminating the need for any customer maintenance. The term "Service" is not used to refer to any labor services that can be performed by City employees.	Regular	10/31/2024

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PSC	Department	Amount	Type of Service	Type of Approval	Duration
44311-15/16	Airport	Current Approved Amount \$3,500,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$5,000,000	Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel.	Modification	6/30/2028
47312-17/18	City Planning	Current Approved Amount \$10,000,000 Increase Amount Requested \$0 New Total Amount Requested \$10,000,000	The San Francisco Planning Department has determined the need to develop a new RFQ to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants to use on an as-needed basis. Projects developed will include the following, but are not limited to: environmental review of transportation impact studies, historic resource & archeology review. In addition, private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified pool are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, Planning Railyard Alternatives, I-280 EIR, historic resource & archeology review which must be reviewed & finalized by Department staff or 2) enter into contracts with the City.	Modification	01/04/2024
42573-19/20	Public Health	Current Approved Amount \$500,000 Increase Amount Requested \$0 New Total Amount Requested \$500,000	Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices.	Modification	12/31/2027
44181-15/16	Public Health	Current Approved Amount \$3,750,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$7,750,000	The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge.	Modification	12/31/2026

PSC	Department	Amount	Type of Service	Type of Approval	Duration
43499-17/18	Recreation and Park	Current Approved Amount \$2,658,440 Increase Amount Requested \$650,000 New Total Amount Requested \$3,308,440	Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application.	Modification	12/31/2026

Speakers: Joan Lubamersky, Office of the City Administrator spoke on PSC #s 46609-22/23 and 47321-22/23
Min Fang, Controller’s Office spoke on PSC #46902-22/23

Action: 1) Approved PSC #46609-22/23 and 47321-22/23 from the City Administrator’s Office with the condition to report back to the Commission at the end of year four (4). (Vote of 4 to 0)
2) Approved PSC #46902-22/23 from the Office of the Controller with the condition to remove the vendor’s name and to report back to the Commission at the end of year four (4). (Vote of 4 to 0)
3) Adopted the report. Approved the remaining requests for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0203-22-8 Review of Personal Services Contract 31158 - 22/23 San Francisco Fire Department - Omit Posting. (Item No. 12)

Speakers: Mark Corso, Fire Department

Action: Adopt the report. Approve the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0204-22-8 Review of Personal Services Contract 44123 - 22/23 Department of Technology - Omit Posting. (Item No. 13)

Speakers: Jolie Gines, Department of Technology

Action: Adopted the report. Approved the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0205-22-5 Request for Status Grant from Class 2522 Senior Morgue Attendant to Class 2524 Senior Morgue Attendant. (Item No. 14)

Speakers: Karrie Johnson, Department of Public Health

Action: Adopted the report and granted incumbent in Class 2522 Senior Morgue Attendant status in Class 2524 Senior Morgue Attendant. (Vote of 4 to 0)

0158-22-4 Appeal by Brian Rogers of the rejection of his application for CBT-1822-E00003 Administrative Analyst. (Item No. 15)

Speakers: Dave Johnson, Department of Human Resources
Brian Rogers, Appellant

Action: Denied the appeal and adopted the report of the Department of Human Resources. (Vote of 4 to 0)

0169-22-4 Appeal by Stella Chu of the rejection of her application for CBT 2591 E00018. (Item No. 16)

Speakers: David Chalk, Department of Public Health
Stella Chu, Appellant
Maureen Edwards, Appellant's supervisor

Action: Denied the appeal and adopted the report of the Department of Public Health. (Vote of 4 to 0)

0086-22-4 Appeal by Yolanda Beasley of the disqualification from the 2908 Senior Eligibility Worker Examination (CBT-2908-H000010). (Item No. 17)

Speakers: Liezel Cruz, Department of Public Health
Scott DeWolfe, Department of Public Health
Yolanda Beasley, Appellant

Action: Denied the appeal and adopted the report of the Department of Public Health. (Vote of 3 to 0; Commissioner Douglas Chan lost internet connection at the time of voting.)

0105-22-4 Appeal of Rejection of Application by Mailei Maloa for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034). (Item No. 18)

Speakers: William Miles II, Municipal Transportation Agency
Mailei Maloa, Appellant
John Doherty, Local 6

Action: Adopted the report and denied the appeal by Mailei Maloa. (Vote of 4 to 0)

0103-22-4 Appeal of Rejection of Application by Bryan Salotti for 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-T00035). (Item No. 19)

Speakers: None.

Action: Adopted the report and denied the appeal by Bryan Salotti. Bryan Salotti failed to appear. (Vote of 4 to 0)

0089-22-6 Appeal by Robert Moore of the Human Resources Director’s Determination to Administratively Close Appellant’s Complaint of Retaliation. (Item No. 20)

October 17, 2022: Postpone to the meeting of November 7, 2022, at the request of the appellant.

Speakers: Deborah Dulay, Department of Human Resources
Robert Moore, Appellant

Action: Adopted the report, upheld the decision of the Human Resources Director, and denied the appeal by Robert Moore. (Vote of 4 to 0)

0206-22-5 Proposed Rule Amendments to Civil Service Commission Rules Series 005 Meetings and Hearing of the Commission Article II: Hearings and Hearing Procedures Applicable to All Classifications. (Item No. 21)

Speakers: Sandra Eng, Executive Officer

Action: Accepted the Executive Officer’s report, incorporate any changes made by the Commission, directed the Executive Officer to post the proposed amended Rule 005 Series for meet and discuss with the affected labor unions and interested stakeholders.
(Vote of 4 to 0)

0207-22-5 Proposed Rule Amendments to Civil Service Commission Rule Volume I 110.11 Promotional Applicants Applicable to Miscellaneous Classes and Civil Service Commission Rule Volume IV 410.11 Promotional Applicants – Applicable to the Service-Critical Classes of the Municipal Transportation Agency. (Item No. 22)

Speakers: Sandra Eng, Executive Officer

Action: Continued to the meeting of November 21, 2022. (Vote of 4 to 0)

COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item No. 23)

None.

ADJOURNMENT (Item No. 24)

6:59 p.m.